

02 JAN 1980

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MEMORANDUM FOR: ODP Board of Directors
Responsible MBO Officers

FROM: [REDACTED]
Chief, Management Staff

SUBJECT: ODP Office-Level MBO Review

1. The schedule for reviewing the ODP Office-Level Management by Objectives (MBO) by the Director of Data Processing is found at the end of this paragraph. The period to be covered during the review is December 1979 through February 1980.

| <u>Date</u> | <u>Component</u> | <u>Time</u> | <u>Room</u> |
|-------------|-----------------------------------|-------------|-------------|
| 18 March | Administrative Staff | 1330-1550 | 2D03 |
| 19 March | Management Staff | 1330-1530 | 2D03 |
| 20 March | Processing | 1330-1530 | 2D03 |
| 21 March | Joint Applications/ Processing | 1300-1345 | 2D03 |
| 21 March | Applications | 1350-1530 | 2D03 |

2. A list is attached of the MBO's to be reviewed during March 1980 along with the name of the officer responsible for each of the MBO's. Changes from the review held during December include:

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- o The responsible officer for Update of ODP T/O, AD-1, was changed from [REDACTED]
- o The title of AD-2 was changed from Restructure Admin Support Function to Training.
- o The objective to Publish ODP Personnel Handbook was achieved, so, MBO AD-4 is completed and will not be reviewed any longer.
- o The responsible officer for ODP Records Schedule, AD-5, was changed from [REDACTED]
- o CAMS has been added as office-level objective number AP-4. This is in addition to CAMS being a DDA-level objective. (Note: CAMS and GIMINI are both DDA- and office-level objectives.)

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- o [REDACTED] was added as the Processing Responsible Officer for the Joint Applications/Processing Objective Computer Graphics, J-2.
- o The Secure Control Point, P-2, was replaced by two MBO's; they are Manual Document Logging System, P-5, and Personnel Access Control System, P-6. [REDACTED] is the responsible officer for both MBO's.

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- o The responsible officer for Implementation of the Computer Plan, P-4, was changed from [REDACTED] [REDACTED]

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- o Minor changes were made in the name of some of the MBO's.

Members of the ODP Board of Directors are invited to attend the review sessions.

3. A few notes are also attached on the preparation of the Narrative Status Report and the Objective and Action Plan. Please note that the two documents should be submitted to me by 7 March 1980.

4. Should you have any questions, please contact me on extension 4011.

[REDACTED] STATINTL

Atts: a/s

NOTES ON ODP OFFICE LEVEL MANAGEMENT BY OBJECTIVES PROGRAM

1. The Director of Data Processing meets during the last month of each quarter with the ODP officers responsible for each of the ODP office-level Management by Objectives (MBOs) to review the progress made on each MBO during the previous three months.

2. Two items are needed by D/ODP for the review and they should be given to Chief, Management Staff before the fifth working day of the last month of each quarter. The two items are (and each one will be discussed in a subsequent paragraph):

Narrative Status Report
Objective and Action Plan

The comments in the following paragraphs are intended to develop a uniform style in the material to be reviewed by D/ODP and others attending the review so that the attendees do not have to reorientate themselves when progressing from one MBO to the next.

3. Narrative Status Report: The Narrative Status Report has five sections, they are:

1. Activity this Period
2. Problems and Shortfalls
3. Status
4. Plans for Next Period
5. Long Term Outlook

At the top of the first page, centered and after the NARRATIVE STATUS REPORT line, should be the name of the MBO and on the next line should be the reporting period, e.g.,

NARRATIVE STATUS REPORT

CAMS MBO

December 1979 - February 1980

The report should be placed on paper long-ways (side-ways), should not be longer than two or three pages, and should provide positive answers to the following questions.

- o Does the report pertain to the objectives and the milestones?
- o Are all slippages (changes in scheduled completion month) explained?
- o Are all differences between the current and previous Objectives and Action Plan explained?
- o Have any comments in the report that do not pertain to the objectives or milestones been removed?

4. Objective and Action Plan: The Objective and Action Plan should pertain to the current FY, FY 1980, and, if necessary, the following FY, FY 1981. It is assumed that the month column headings are for the current FY. If there are milestones for the next FY, they should be preceded by the FY, FY 1981, then the month column headings will apply to that FY.

The questions listed below should all be answered in the affirmative.

- o Do the objectives describe one or more goals?
- o Do the milestones lead to the achievement of the goals?
- o Are there enough milestones to track progress? (One milestone every month or two).
- o If there are too many milestones, has some of the detail been eliminated?
- o Are the scheduled completion months denoted by an 'O'?
- o When the schedule month is changed, is another 'O' inserted in the new completion month and dashes '-' used to connect the two 'O's?
- o Are the completion months either the current month or a later month in time?

- o Is the actual completion month denoted by an 'X' or by an 'Ø'?
 - o Is there a solid line from border to border to separate each milestone?
 - o In the box in the upper right hand corner, has the appropriate period entry been modified and has the status symbol been entered?
5. A sample of the two documents is attached.

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Atts: a/s

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4. Plans for the Next Period

The high priority software problem reports will be cleared. These reports are ones which are defined in the requirement matrix. The low priority reports are those which are designated as system improvements and new capabilities.

The scrolling will be completed. Dry run of the remaining procedures will be completed. Formal Acceptance Test of the system will be completed.

5. Long-Term Outlook


The system will undergo formal acceptance testing during the first half of December. The customer should be able to use the system in a productive mode before the end of December 1979.

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| <u>Number</u> | <u>Component</u> | <u>Objective Title</u> | <u>Responsible Officer</u> | <u>Narrative Summary</u> | <u>Mile- Stones</u> | <u>Tab</u> |
|---------------|------------------|--|--|------------------------------|-------------------------|------------|
| AD-1 | Admin | Update of ODP T/O |  | | | A |
| AD-2 | Admin | Training | | | | B |
| AD-3 | Admin | Account for Property and Records | | | | C |
| AD-5 | Admin | ODP Records Schedule | | | | D |
| AP-1 | Applications | Training Plan for Soft copy Terminal | | | | E |
| AP-2 | Applications | Software Design Stan- dards | | | | F |
| AP-3 | Applications | Security Consideration for Application Stan- dards | | | | G |
| AP-4 | Applications | CAMS | | | | H |
| J-1 | Joint App/Proc | Word Processing | | | | I |
| J-2 | Joint App/Proc | Computer Graphics | | | | J |
| P-1 | Processing | GIMINI Project | | | | K |
| P-3 | Processing | Introduction of Soft- copy Terminal | | | | L |
| P-4 | Processing | Implementation of Com- puter Plan | | | | M |
| P-5 | Processing | Manual Document Logging System | | | | N |
| P-6 | Processing | Personnel Access Control System | | | | O |
| M-1 | Management | ODP Pricing Structure | | | | P |
| M-2 | Management | ODP Disaster Plan | | | | Q |
| M-3 | Management | UFTS-Uncommitted Fund Tracking System | | | | R |
| M-4 | Management | Terminal Installation Policy | | | | S |

NOTE: An X in the Narrative Summary column or the Milestones column indicates that the document for the review period was received by Chief, Management Staff.

Review of Component MBO's will be in the order listed on this Index to Tabs for that Component.

15 NOV 1979

MEMORANDUM FOR: ODP Board of Directors and
Responsible MBO Officers

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FROM : [REDACTED]
Chief, Management Staff, ODP

SUBJECT : ODP Office Level Objectives (MBO's)
Quarterly Report

1. The schedule for briefing the Director of Data Processing on office-level objectives is:

| <u>Date</u> | <u>Office</u> | <u>Time</u> | <u>Room</u> |
|-------------|--|---------------------------|-------------|
| 4 December | Processing | 1300-1400 | 5D03 |
| 6 December | Management Staff | 1500-1630 ¹⁴⁵⁰ | 2E62 2/10 |
| 10 December | Administrative Staff | 1500-1600 | 2D03 |
| 13 December | Applications Plus Joint Applications/ Processing | 1300-1500 | 2D03 |

Members of the Board of Directors are invited to attend the briefings.

2. To allow adequate time for the Director's review of the MBO's prior to the briefings, the Narrative Summary and Milestone Chart of each MBO is to be reported as of 30 November and is due in Management Staff by 2 December. STATINTL

3. If you have any questions, contact [REDACTED] on extension 5937.

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